

NPIC/D-288/76  
7 September 1976

MEMORANDUM FOR: All NPIC Personnel

SUBJECT : Appointment as Equal Employment Opportunity  
Counselor

1. The Center currently has two part-time Equal Employment Opportunity (EEO) counselors and would like to add a third. The position, although part time, will require a fair amount of time and effort. The number of complaints has been few so far, however, many employees seek the counselor's advice and ask for information.

2. The EEO counselor position is established by law as the first step in resolving a discrimination complaint based on age, sex, religion, color, race, or national origin. He meets with and counsels the individual, looks into the complaint, and attempts to resolve the complaint informally with management. In the event the complaint is not resolved to the complainant's satisfaction, he then advises him how to file a formal charge, and provides him with the required documents.

3. The employee selected should be one who has the confidence of his fellow employees, and can handle himself well in dealing with management. His role is to act as mediator, and not to make a finding of right or wrong. The person selected will be provided with one week of training at the Civil Service Commission.

4. All interested employees should submit a memorandum requesting consideration, which should include basic data such as component, job title, grade, length of time in Center, and reasons for consideration. Memorandums should be submitted to [redacted] CD0, Room 6N200 by cob Monday, 13 September. Applicants are encouraged to discuss the job with the two current EEO counselors, [redacted], [redacted] or the Center EEO Officer, [redacted].

[redacted]  
Executive Officer

Distribution:  
All NPIC employees  
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